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ADM-10.6

DD/S&T 2927-66

1 June 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Discussion at the Office of Logistics

25X1A

1. The undersigned accompanied by [redacted] met at the Ames Building with [redacted] Chief and Deputy Chief, respectively, Procurement Division, Office of Logistics from 1100 - 1200 hours, 1 June. Purpose of the meeting was to describe and discuss proposed changes to the Project Approval packages now being forwarded from DD/S&T to Office of Logistics for contract action. 25X1A

2. Following agreements were reached:

a. OL will accept the DD/S&T Form 2416 in lieu of the Agency Form 2420. DD/S&T will insure that the Form 2416 contains any supplementary information necessary to provide OL everything they require and as would be provided by the Form 2420.

b. DD/S&T will initiate action to make the DD/S&T Form 2416 an Agency form, working with DDS, revising it as necessary to accommodate any additional information required by OL and/or DD/S&T.

c. OL agreed to the elimination of the present memorandum to the Director of Logistics and the Form 88. The approval package to OL will now contain the Form 2416 (with supplementary data) and the contractor proposals (both the selected contractor and all others submitted).

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d. The first package under the new system sent to OL will be handcarried to Mr. [redacted] for his review and understanding. This will provide an opportunity for any additional information to be identified by OL and for DD/S&T to respond immediately.

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3. Action on the above is effective immediately with the first submission in accordance with Paras. 2c and 2d at the pleasure of DD/S&T. The actions in Paras. 2a and 2b can proceed simultaneously with no delay in the Para. 2a action.

25X1A

[redacted]
Chief, Administrative Staff
Directorate of
Science and Technology

Distribution:
Orig. - For The Record
1 - Mr. [redacted]
Chief, Procurement Div., OL
1 - Mr. [redacted]
Deputy Chief, Procurement Div., OL
1 - Mr [redacted] SA/DD/S&T
1 - Mr [redacted] LO/DD/S&T
1 - Mr [redacted] DD/S&T
1 - File
2 - DD/S&T Registry
[redacted]b: 7655 (1 June 1966)

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